

START YOUR BUSINESS IN CHICAGO PUBLIC PLACE OF AMUSEMENT



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Department of Buildings • 121 N. LaSalle St., Rm. 900, Chicago IL 60602 • 312-744-3449
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ZONING

1 Before investing in a business that requires a **Public Place of Amusement (PPA)*** license, ensure that the zoning designation of the business location permits the activity. Note that different PPAs may have different zoning requirements (i.e. an outdoor PPA differs from an indoor PPA). More info can be found on the **interactive zoning map** and **Zoning & Reference Guide**.

APPLICATION

2 A completed **PPA license application**, PLUS: business structure documents, Illinois Business Tax number, Federal Employers Identification Tax number, a lease, financial disclosure documents, an occupancy placard, a detailed floor plan, and a site plan. A criminal background check is required.

RESTRICTIONS

3 PPA licenses are not permitted within 200 feet of a church, school, hospital, or building used exclusively for educational purposes. When a new application for a PPA license is filed, BACP will mail a public notice to registered voters who reside within 250 feet of the business.

PERMITS & INSPECTIONS

4 The **Department of Buildings** conducts building inspections and issues building permits. A building permit is required for any structural build-out, including rehab, of a PPA. A building inspection is required after a PPA license application has been submitted to BACP, but prior to obtaining the license.

The **Chicago Fire Department** inspectors will check for safety measures to ensure fire resistance and ease of evacuation in case of an emergency.

SUPPLEMENTAL OR ALTERNATIVE LICENSES

5 **Indoor Special Event Class A.** For temporary amusement events that are open to the public on a limited basis.

Indoor Special Event Class B. For not-for-profit organizations offering temporary amusement events that are open to the public on a limited basis.

Performing Arts Venue License (PAV). For Chicago's smaller theaters (max capacity of 500). *The maximum capacity may be up to 1000 persons if the theater is incidental to the use of a building that is primarily a church, school or other charitable organization.*

In addition to issuing business licenses, the **Department of Business Affairs and Consumer Protection** require business owners with signs over the public way to obtain a sign permit and a public way use permit.

A **Certificate of Occupancy** and associated building inspection is also required if your PPA is newly constructed and over 4,000 square feet and if alterations or repairs exceed \$400,000 in estimated (material) cost.

STATE & FED COMPLIANCE

6 New PPAs may need to comply with State of Illinois and Federal regulations related to taxation, employment, and health along with other requirements.

RECURRING INSPECTIONS & MANDATORY PPA TAX

7 Representatives for the fire commissioner or the buildings commissioner will make inspections of PPAs once every two years. This inspection will take place within 90 days preceding the deadline for renewal of the license. PPA operators are required to charge patrons a 9% tax (with few exceptions).